

20-54
CNS 1001

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE OFFICE OF NATIONAL ESTIMATES



SCHEDULE NO.
 A000100110009-2

DATE PREPARED
 11 August 1954

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Office of Assistant Director

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
1.	<p>OFFICE SUBJECT FILE</p> <p>Consists of memorandum, reports, cables and other papers reflecting policy and procedure for the coordination, evaluation and production of intelligence estimates. File is maintained for the use of the Assistant Director and his Deputy. Contains such subjects as ONE Diary, Dissemination, Coordination Process, Estimates Program, External Research, ONE Notes, ONE Notices, Memos for DCI, Meetings, Briefing Notes, Debriefing, Consultants, Organization, ONE Career Service Boards, and similar folder titles. File contains folders by addressee or source for internal CIA communications and for other government agency communications. File also contains source folders for action cables and replies thereto. A chronological file is maintained on all outgoing communications with notation as to file location of document and is used as an index. Filed alphabetically by subject.</p> <p>(1950 to date)</p>	4.4	4 drawer legal safe	Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
2.	<p>DEVELOPMENT REFERENCE FILE</p> <p>Consists of drafts of estimates and contributions to estimates which are currently in process. Files reflect the progress or status of the estimate and are used for reference purposes by the Assistant Director. Official Development File maintained by the Reading Room (Item #8b). Filed by estimate number. (Current)</p>	1.5	4 drawer legal safe	Temporary. Destroy upon publication of estimate (except that sole record copies of documents will be transferred to the Reading Room for incorporation into the Development File (Item #8b).
3.	<p>REFERENCE PUBLICATION FILE</p> <p>Consists of published copies of National Intelligence Estimates and Special Estimates maintained for reference purposes for the Assistant Director and Deputy Assistant Director of Office of National Estimates. Record copies filed in Item 26. Filed numerically by estimate number.</p>	2.5	4 drawer legal safe	Temporary. Destroy when no longer needed for reference purposes.
4.	<p>INTELLIGENCE ADVISORY COMMITTEE FILE</p> <p>Consists of extra copies of IAC documents maintained for reference purposes. Contains Agenda, Minutes, Progress Report and IAC D Papers. Record files maintained by committee secretariat (Item #15). Filed under Folder Titles as listed above. (1950 to date)</p>	1.5	4 drawer legal safe	Temporary. Destroy when no longer needed for reference purposes.

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SCHEDULE NO. 1
A000100110009-2

DATE PREPARED

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Administrative Office

APPROVED

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
5.	ADMINISTRATIVE SUBJECT FILE Consists of correspondence, forms and other documents reflecting the administrative support functions carried on for Office of National Estimates. Specific folders include such subjects as Travel, Personnel Actions, Recruitment, Position Description, Training, Security, Budget and other subjects reflecting housekeeping functions. These files are used for administrative purposes and are essentially duplicated in other offices having the primary administrative function for the Agency. Filed alphabetically by subject. (1950 to date)	3	4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
6.	SERVICE RECORD CARD FILE Consists of OF Form 4b "Employee Record Card" containing recorded personnel actions, training courses attended and similar notations. Cards are maintained in lieu of Personnel Folders and are used for personnel administration in Office of National Estimates. Filed alphabetically by surname. (Current)	.1	Folding Kardex	Temporary. Destroy upon separation from the Agency; upon intra-agency transfer, forward to gaining office.

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RECORDS CONTROL SCHEDULE 1 CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
7.	<p>MAIL CONTROL FILES</p> <p>Consist of unnumbered forms showing No., From, Date, Subject, Action for all classified material in and out of the front office. (1952 to date)</p> <p>a. Secret and Below Log</p> <p>b. Top Secret Log</p>	<p>.5</p> <p>.1</p>	<p>4 drawer legal safe</p> <p>4 drawer legal safe</p>	<p>Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.</p> <p>Temporary. Disposal not authorized. Retain indefinitely in current files area.</p>

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OFFICE, DIVISION, BRANCH

APP

OFFICE OF NATIONAL ESTIMATES.- Support Staff, Reading Room

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
8.	NATIONAL INTELLIGENCE ESTIMATES FILES			
	a. Published Copy. This is an extra copy of all published National Intelligence Estimates and Special Estimates prepared by this office and maintained for reference purposes. Record copies filed in Item #26. Filed by NIE Number and by SE Number. (1950 to date)	4	4 drawer legal safe	Temporary. Destroy when no longer needed for reference purposes.
	b. Development File. This is the record set of background material accumulated during the development of an intelligence estimate. Contains consumer's request (if any), terms of reference, copies of all contributions, comments on contribution and other documents pertaining to the development and preparation of a finished National Intelligence Estimate or Special Estimate. Filed numerically by NIE Number or SE Number. (1950 to date)	10.5	4 drawer legal safe	Permanent. Disposal not authorized. Retain indefinitely in current files area.
	c. Development Files (Temporary). Consists of extra copies of contributions, terms of reference and other material collected during the development of an estimate. Maintained for reference purposes until official record set is received. Filed numerically by NIE Number. (Current)	3	4 drawer legal	Temporary. Destroy upon receipt of official record set.

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RECORDS CONTROL SCHEDULE 7 CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Feet)	MODE OF FILING (Equipment)	DISPOSITION INSTRUCTIONS
9.	<p>REFERENCE PUBLICATION FILES</p> <p>These are reproduced or published copies of publications collected and maintained for information and reference purposes. Publications are of non-record value and additional copies are retrievable from publisher or issuing office.</p>			
		2	4 drawer legal safe	Temporary. Destroy when no longer needed for reference purposes (except that instruction for the return of specific documents to source will be complied with).
		4	4 drawer legal safe	Temporary. Destroy when no longer needed for reference purposes (except that instruction for the return of specific documents to source will be complied with).
	<p>c. National Intelligence Surveys. Consists of published copies of NIS's maintained for reference purposes. Filed numerically by NIS Number.</p>	32	4 drawer legal safe	Temporary. Return to Supplemental Distribution when no longer needed for reference purposes.
	<p>d. Publications of other Government Agencies. Consists of publications received from State, Army, Navy, Air, NSC, Department of Defense and other agencies of the government. Filed by source and type publication.</p>	7	4 drawer legal safe	Temporary. Destroy when no longer needed for reference purposes (except that instruction for the return of specific documents to source will be complied with).

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RECORDS CONTROL SCHEDULE CONTINUATION SHEET

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
	REFERENCE PUBLICATION FILES (CONTINUED)			
	<p>e. Magazines and Newspapers. Consist of commercial magazines and newspapers such as Newsweek, Harpers, Time, Life, Foreign Affairs, The Economist, U.S. News and World Reports and others. Filed by title.</p>	6	Bookshelf	Temporary. Destroy when no longer needed for reference purposes.
10.	LIBRARY MATERIAL			
	<p>Consists of reference books such as Encyclopedia Britannica, The World of Learning, Minerals Yearbook, Yearbook of the United Nations, The United States in World Affairs and similar books collected and maintained for reference purposes.</p>	15	Bookshelf	Permanent. Return to OCD Library when no longer needed for reference purposes.
11.	TOP SECRET LOG			
	<p>Consists of Log (Form 38-14) reflecting the receipt and disposition of all Top Secret documents in the Reading Room.</p>	.1	2 door safe	Temporary. Disposal not authorized. Retain indefinitely in current files area.
12.	OPERATIONAL INTELLIGENCE FILES			
	<p>a. Reference Publications File. Consists of extra copies of intelligence publications prepared by various offices of the Agency and by other IAC agencies. These publications are maintained separately for operational purposes and are essentially duplicated in the Library. Filed by area.</p>	4	4 drawer legal safe	Temporary. Destroy when no longer needed for reference purposes (except that instruction for the return of specific documents to source will be complied with).
	<p>b. Mail Log. Consists of log recording the receipt and disposition of all operational intelligence. Filed chronologically.</p>	.1	2 door safe	Temporary. Disposal not authorized. Retain in current files area indefinitely.

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OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Estimates Staff

APP

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
13.	STAFF SUBJECT FILE Consists of memoranda, notices, minutes of meetings, reports and other papers which reflect the function of the staff in coordinating, evaluating, and producing Intelligence Estimates. Specific documents include memos to Board of National Estimates, DCI, IAC representatives and General Group; Staff memos, minutes on Editorial Board proceedings, minutes on Princeton Meeting, Post mortum studies, and similar subjects. Essential material is duplicated in Items #1 and 5. Filed by subject. (1951-1954)	2.6	4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
14.	INTELLIGENCE ESTIMATES FILES a. Published Copy. Consists of copies of finished National Intelligence Estimates together with field comments (retained on a selective basis). Maintained for reference purposes. Record copy in Item #26. Filed by Estimate Number. (1951-1954)	3.5	4 drawer legal safe	Temporary. Destroy when no longer needed for reference purposes.
	b. Development File. Consists of copies of contributions, drafts, terms of reference, and other papers collected in developing an estimate. Material sent to Reading Room where it becomes the official Development File for ONE. Filed by estimate number. (Current)	2.4	4 drawer legal safe	Permanent. Disposal not authorized. Transfer to the Reading Room 1 month after Estimate is published.

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OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Estimates Staff, Specialists Group

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
15.	INTELLIGENCE ADVISORY COMMITTEE FILE These are the official records of the IAC maintained for the secretary. Consists of minutes of meetings, substantive papers regarding studies in which IAC is interested, progress reports, and agenda. Filed by category. (1954)	4.8	4 drawer legal safe	Permanent. Disposal not authorized. Retain in current files area indefinitely.
16.	NATIONAL SECURITY COUNCIL FILES a. These are copies of final NSC reports, Progress Reports, and amendments to the reports. Maintained as agency's record copy. Filed by report number. (1951-1954)	7.5	4 drawer legal safe	Permanent. Disposal not authorized. Retain in current files area indefinitely.
	b. Extra copies of drafts of supporting material to the reports and amendments. Maintained for reference purposes. Filed numerically.	2.0	4 drawer legal safe	Temporary. Destroy 6 months after final report is published.
	c. Determination File. Copies of directions for carrying out policies of NSC reports. Filed numerically. (1951-1954)	.3	4 drawer legal safe	Temporary. Destroy 6 months after final report is published.
	d. Records of Actions. These consist of the minutes of Council meetings. Filed chronologically. (1951-1954)	.4	4 drawer legal safe	Permanent. Disposal not authorized. Retain in current files area indefinitely.

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RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
	NATIONAL SECURITY COUNCIL FILES (CONTINUED)			
	e. This file consists of minutes of Planning Board Meetings, NSC agenda for council meetings, reports on status of projects, and other related papers. Maintained for reference purposes. Filed chronologically.	.3	4 drawer legal safe	Temporary. Destroy after 6 months. Maintain a 6 month level and destroy material when 6 months old.
17.	LOG FILES			
	a. These are retained signed copies of Top Secret Logs recording receipt and destruction of top secret material.	.2	4 drawer legal safe	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	b. This is a record of the receipt and disposition of all classified NSC material. Filed chronologically. (1951-1954)	.1	4 drawer legal safe	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	c. Logs maintained on all other material classified below top secret. Maintained primarily for security purposes. Filed chronologically. (1951)	.2	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
	d. NIE Number Log. This log records the number assigned to an estimate, the subject title, and date of publication. Used to maintain control on NIE numbers (1951-1954)	.1	4 drawer legal safe	Temporary. Disposal not authorized. Retain in current files area indefinitely.

<div style="text-align: center;"> RECORDS CONTROL SCHEDULE - CONTINUATION SHEET <small>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110009-2</small> </div>				
ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
18.	HISTORY RECORD OF NATIONAL INTELLIGENCE ESTIMATES This file consists of copies of forms on which is recorded the status of NIE's from the time of initiation until final publication. A copy is placed in the development file. Used in preparing budget estimates and cost studies. Filed numerically. (1951-1954)	.2	4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 3 years and destroy.

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DATE PREPARED

OFFICE, DIVISION, BRANCH
OFFICE OF NATIONAL ESTIMATES - Estimate Staff, Specialist Group

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
19.	INTELLIGENCE ESTIMATES FILES			
	a. Development Files. Consist of copies of contributions, terms of references, drafts, memos, and other material collected or developed in the processing of intelligence estimates. These are the record copies which accompany each estimate and serve as the official development file. Filed by Estimate Number.	2.4	4 drawer legal safe	Permanent. Disposal not authorized. Transfer to the Reading Room when estimate is published.
	b. Development Files (Temporary) Extra copies of material described in a. above which are maintained by each area for background and reference purposes.	7.0	4 drawer legal safe	Temporary. Destroy when Estimate is published.
	c. Published Copy. Contains copies of published Estimates maintained in the areas of origin for reference purposes. Filed by Estimate Number.	2.0	4 drawer legal safe	Temporary. Destroy when no longer needed for reference purposes.
20.	RESEARCH AND REFERENCE FILE			
	Consists of extra copies of cables, FBIS, State dispatches, CIA publications, Weeka reports, Intelligence Digests, newspapers, and various other documents and publications collected in the preparation of Intelligence Estimates. Used for reference purposes. Material maintained by each area due to geographical and subject variations. Filed categorically by type of reference material. (1951-1954)	86.0	4 drawer legal safe	Temporary. Destroy when superseded, obsolete or no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
21.	CARD INDEX A 3 x 5 card index on material that was forwarded to the Library for filing. Used for references purposes. Filed by country and subject category thereunder.	.3	4 drawer legal safe	Temporary. Destroy when obsolete or no longer a source of reference.
22.	LIBRARY MATERIAL These are bound books technical manuals, and similar publications used for reference purposes.	42.0	Bookcases	Permanent. Return to OCD Library when no longer needed for reference purposes.
23.	TOP SECRET LOGS These are signed copies of logs maintained on movement of top secret material within or outside the area. (1952-1954)	.4	4 drawer legal safe	Temporary. Disposal not authorized. Retain in current files area indefinitely.

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OFFICE, DIVISION, BRANCH		SCHEDULE NO.	
OFFICE OF NATIONAL ESTIMATES - Board of National Estimates		A000100110009-2	
ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT
24.	<p>REFERENCE PUBLICATIONS FILES</p> <p>These are copies of the terms of references, contributions, drafts and final copies of estimates produced by ONE, and extra copies of other reference materials used in developing estimates. Maintained for reference purposes.</p> <p>a. Two complete sets of the published Estimates maintained for the convenience of the Board. Filed by Estimate Number.</p> <p>b. Development files maintained on estimates in process. Each board member maintains a set as his working file.</p> <p>c. Extra copies of reports produced by other offices, Daily Digests, Staff Memos, memos to the various Intelligence committees, minutes to various meetings and the programs of the Board.</p>	<p>5.0</p> <p>3.0</p> <p>2.5</p>	<p>4 drawer legal safe</p> <p>4 drawer legal safe</p> <p>4 drawer legal safe</p>
25.	<p>TOP SECRET MAIL LOG</p> <p>Retained copies of logs maintained on the movement of top secret material in and out of the area. (1950-1954)</p>	.2	4 drawer legal safe

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RECORD CONTROL SCHEDULE

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OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Publications

APPROVING

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
26.	INTELLIGENCE ESTIMATES FILE These are the record copies of the National Intelligence Estimates and Special Intelligence Estimates. They consist of published copies of Estimates, galleys on each report, and top secret signature sheets. Filed numerically by Estimate number. (1950-1954)	4.0	4 drawer legal safe	Permanent. Disposal not authorized. Cut off file at the end of each calendar year; retain in current files area 1 year and transfer to the Records Center.
27.	MASTER DITTO FILES a. This file consists of the master copy of all drafts and publications produced in ONE, such as, the drafts used in developing Estimates, Staff Memos, Memoranda to the Boards, internal notices, post mortums, and other ONE publications. Used for running off additional copies when required. (1951-1954) b. Extra copies of all printed matter held for supplemental distribution. Filed categorically by type of publication. (1954)	4.0 6.4	4 drawer legal safe 4 drawer legal safe	Temporary. Destroy after 6 months. Review file weekly and destroy material over 6 months old. Temporary. Destroy after 6 months. Review file every 6 months and destroy extra copies. (Drafts of Estimates destroyed after final publication.)

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RECORDS CONTROL SCHEDULE CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
28.	DOCUMENT RECEIPTS These are signed copies of Document Receipts maintained on material transmitted within the Agency or to other government agencies. Filed chronologically. (1951-1954)	.6	10 drawer card file	Temporary. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
29.	COURIER'S CLASSIFIED MAIL RECEIPTS Copies of mail receipts signed by couriers in picking up all classes of mail for delivery to addressees. Filed by courier number. (1951-1954)	.8	4 drawer legal safe and in vaulted area	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
	MAIL RECEIPTS (CONTINUED)			
	c. Pouch Receipts. Lists of material sent by pouch. Filed chronologically. (1954)	.1	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
32.	TRANSITORY FILES			
	These files consist of classified documents, cables, and reports which were circulated through ONE for information or to be used in producing Estimates and are returned for disposition or destruction.			
	a. Top Secret Cables received from the State Department. Maintained as a ready reference. Filed chronologically. (Current)	.3	4 drawer legal safe	Temporary. Maintain 1 month level. Return to Cable Branch when 1 month old.
	b. All other cables held for one month for reference purposes. Filed chronologically. (Current)	3.8	4 drawer legal safe	Temporary. Destroy after 1 month. Maintain 1 month level. Thereafter destroy material when 1 month old.
	c. Classified reports and documents which were used in preparing Estimates, now returned from the areas for destruction after final estimate is published. Record copies in the Reading Room. Filed by categories.	7.0	4 drawer legal safe and in vaulted area	Temporary. Destroy immediately upon return from areas.

RECORDS CONTROL SCHEDULE CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
	MAIL LOGS (CONTINUED)			
	e. Logs maintained on other documents and administrative material. Filed by incoming source or type of document and chronologically thereunder. Also lists destruction dates. (1950-1954)	5.4	4 drawer legal safe and vaulted area	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
	f. Intellex Cards. 3 x 5 cards accompanying material received from OCD. Due to great bulk of material received daily these cards are maintained for log and control purposes. Contains complete record of routing of document and destruction date. Filed by source, country, and year and numerically by report number. (1950-1954)	7.4	5 drawer card safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
31.	MAIL RECEIPTS			
	a. Document Receipts. These are retained signed copies of classified document receipts prepared by this office for distribution of classified material to other offices or agencies. (1950-1954)	1.2	10 drawer card file	Temporary. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
	b. Courier Classified Mail Receipts. These are copies of classified mail receipts (Form 35-16) signed by couriers for pick-up of material for delivery to addressees. Filed chronologically.	1.8	10 drawer card file	Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain in current files area for 1 year and destroy.

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